



State of Montana
DEPARTMENT OF CORRECTIONS
ACTIVE MILITARY STATUS

Employees of the state of Montana, or a Montana city, town or county who are members of the organized or unorganized militia of Montana become eligible for paid military leave after six continuous months of employment. This includes both permanent and temporary employees who work for more than six continuous months. Seasonal employees who are placed in a leave without pay status at the end of a season also may meet the six-month eligibility requirement after working six months.

Militia means all the military forces of Montana, whether organized or unorganized. In Montana, the organized militia is the Montana Army and Air National Guard. The unorganized militia consists of members of the militia who are not members of the organized militia. The unorganized militia includes persons who are either active or inactive duty members of the armed forces reserves.

An employee who is a member of the militia must be employed at least six continuous months to become eligible to earn paid military leave. Time spent on leave without pay exceeding 15 working days does not count toward the six-month qualifying period unless the leave without pay was caused by military service.

When taking leave for military purposes your time must be entered under the proper code. The code for your time sheet will be MLT (military leave taken). It is important for you to enter your time codes properly into your timesheet.

- ☐ I am currently in Active Military Status (active in any of the State's Organized Militias, member of any reserve corps or military forces).
- ☐ I am not currently in Active Military Status.

If you are currently in the Active Military Status, it is **YOUR** responsibility to notify Personnel in writing of any change of status. You must also notify Personnel when you will be taking Military Leave, with a copy of your orders submitted.

I acknowledge that I have been informed and read the above stated information.

Signature

Date

Printed Name